

INVITATION TO BID ADDENDUM
STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING



MAY 12, 2011 10:00 AM

RETURN BID TO

OFFICE OF STATE PURCHASING
OFFICE OF STATE PURCHASING
POST OFFICE BOX 94095
BATON ROUGE, LA 70804-9095

BUYER	:	NADINE MOLLIERE
BUYER PHONE	:	(225) 342-8038
DATE ISSUED	:	04/13/11
REQ. AGENCY	:	678SUP
LDOE, SUPERINTENDENT'S OFFICE		
AGENCY REQ. NO.	:	112156
ISIS REQ. NO.	:	1338264
VENDOR PHONE	:	
FISCAL YEAR	:	11
CLASS/SUBCLASS	:	20742
SCHEDULED BEGIN DATE	:	00/00/00
SCHEDULED END DATE	:	00/00/00
T-NUMBER	:	

VENDOR NAME AND ADDRESS	
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FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.

CHANGES IN SPECIFICATIONS - INQUIRY PERIOD ADDED
APRIL 19, 2011
ADDENDEM 01

YOUR REFERENCE IS DIRECTED TO FILE NUMBER R28046E, SOLICITATION
NUMBER 2244324 FOR 2 GB USB FLASH DRIVES WITH PRELOADED CONTENTS AND
LABELING, WHICH IS SCHEDULED TO OPEN ON MAY 5, 2011 FOR THE LOUISIANA
DEPARTMENT OF EDUCATION.

THE FOLLOWING CHANGES ARE TO BE MADE TO THE REFERENCED SOLICITATION.

1. BID OPENING DATE NOW READS AS: MAY 5, 2011
BID OPENING DATE CHANGED TO READ AS: MAY 12, 2011

2. AN INQUIRY PERIOD HAS BEEN ADDED TO THIS SOLICITATION.

CALENDAR OF EVENTS

DEADLINE TO RECEIVE WRITTEN INQUIRIES: APRIL 26TH, 2011

DEADLINE TO ANSWER WRITTEN INQUIRIES: MAY 4TH, 2011

BID OPENING DATE: MAY 12, 2011

NOTE: THE STATE OF LOUISIANA RESERVES THE RIGHT TO REVISE THIS CALENDAR. ANY SUCH REVISION WILL BE FORMALIZED BY THE ISSUANCE OF AN ADDENDUM TO THIS ITB.

VENDOR PHONE NUMBER:
FAX NUMBER:

TITLE

DATE _____

**SIGNATURE OF BIDDER
(MUST BE SIGNED)**

FOLD->

SOLICITATION AMENDMENT TEXT	INVITATION TO BID	
NUMBER: 2244324 OPEN DATE: 05/12/11 TIME: 10:00 AM T-NUMBER:	BIDDER:	PAGE 2

BIDDER INQUIRIES

THE STATE SHALL NOT AND CANNOT PERMIT AN OPEN-ENDED INQUIRY AS THIS CREATES AN UNWARRANTED DELAY IN THE PROCUREMENT CYCLE AND OPERATIONS OF OUR AGENCY CUSTOMERS. THE STATE REASONABLY EXPECTS AND REQUIRES RESPONSIBLE AND INTERESTED BIDDERS TO CONDUCT THEIR IN-DEPTH BID REVIEW AND SUBMIT INQUIRIES IN A TIMELY MANNER.

AN INQUIRY PERIOD IS HEREBY FIRMLY SET FOR ALL INTERESTED BIDDERS TO PERFORM A DETAILED REVIEW OF THE BID DOCUMENTS AND TO SUBMIT ANY WRITTEN INQUIRIES RELATIVE THERETO. WITHOUT EXCEPTION, ALL INQUIRIES MUST BE SUBMITTED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER, CLEARLY CROSS-REFERENCED TO THE RELEVANT BID SECTION. ALL INQUIRIES MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE INQUIRY DEADLINE DATE SET FORTH IN THE CALENDAR OF EVENTS OF THIS BID. ONLY THOSE INQUIRIES RECEIVED BY THE ESTABLISHED DEADLINE SHALL BE CONSIDERED BY THE STATE. INQUIRIES RECEIVED AFTER THE ESTABLISHED DEADLINE SHALL NOT BE ENTERTAINED.

INQUIRIES CONCERNING THIS BID MAY BE DELIVERED BY MAIL, EXPRESS COURIER, E-MAIL, HAND, OR FAX TO:

OFFICE OF STATE PURCHASING
ATTENTION: NADINE MOLLIERE 1201 NORTH THIRD ST.
P. O. BOX 94095 CLAIBORNE BLDG., SUITE 2-160
BATON ROUGE, LA 70804-9095 BATON ROUGE, LA 70802

E-MAIL: NADINE.MOLLIERE@LA.GOV PHONE: (225) 342-8038/ FAX: (225) 342-8688

AN ADDENDUM WILL BE ISSUED AND POSTED AT THE OFFICE OF STATE PURCHASING LAPAC* WEBSITE, TO ADDRESS ALL INQUIRIES RECEIVED AND ANY OTHER CHANGES OR CLARIFICATIONS TO THE BID. THEREAFTER, ALL BID DOCUMENTS, INCLUDING BUT NOT LIMITED TO THE SPECIFICATIONS, TERMS, CONDITIONS, PLANS, ETC., WILL STAND AS WRITTEN AND/OR AMENDED BY ANY ADDENDUM. NO NEGOTIATIONS, DECISIONS, OR ACTIONS SHALL BE EXECUTED BY ANY BIDDER AS A RESULT OF ANY ORAL DISCUSSIONS WITH ANY STATE EMPLOYEE OR STATE CONSULTANT. IT IS THE PROPOSER'S RESPONSIBILITY TO CHECK THE LAPAC WEBSITE FREQUENTLY FOR ANY POSSIBLE ADDENDA THAT MAY BE ISSUED. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR A BIDDER'S FAILURE TO DOWNLOAD ANY ADDENDA DOCUMENTS REQUIRED TO COMPLETE THE BID.

*NOTE: LAPAC IS THE STATE'S ONLINE ELECTRONIC BID POSTING AND SYSTEM RESIDENT ON STATE PURCHASING'S WEBSITE (WWW.DOA.LOUISIANA.GOV/OSP) AND IS AVAILABLE FOR VENDOR SELF-ENROLLMENT. IN THAT LAPAC PROVIDES AN IMMEDIATE E-MAIL NOTIFICATION TO SUBSCRIBING BIDDERS THAT A SOLICITATION AND ANY SUBSEQUENT ADDENDA HAVE BEEN LET AND POSTED, NOTICE AND RECEIPT THEREOF IS CONSIDERED FORMALLY GIVEN AS OF THEIR RESPECTIVE DATES OF POSTING.

CHANGES, ADDENDA, WITHDRAWALS

IF THE BIDDER NEEDS TO SUBMIT CHANGES OR ADDENDA, SUCH SHALL BE SUBMITTED IN WRITING, SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER, CROSS-REFERENCED CLEARLY TO THE RELEVANT BID SECTION, AND SHOULD BE SUBMITTED IN A SEALED ENVELOPE, PRIOR TO THE BID OPENING. SUCH SHALL MEET ALL REQUIREMENTS FOR THE BID. IF THE BIDDER CHOOSES TO WITHDRAW HIS BID RESPONSE, THE WITHDRAWAL NOTICE SHALL BE IN WRITING AND RECEIVED PRIOR TO BID OPENING.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM DOES NOT CAUSE YOU TO REVISE YOUR BID, YOU

SOLICITATION AMENDMENT TEXT		INVITATION TO BID	
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SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY IDENTIFYING YOUR BUSINESS NAME AND BY SIGNING WHERE INDICATED. YOU MAY RETURN THIS ACKNOWLEDGEMENT BY MAIL TO: OFFICE OF STATE PURCHASING, POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095 BY HAND DELIVERY TO: 1201 N. THIRD STREET, SUITE 2-160 BATON ROUGE, LA 70802 OR BY FAX TO: (225) 342-8688. THE STATE RESERVES THE RIGHT TO REQUEST A COMPLETED ACKNOWLEDGEMENT AT ANY TIME. FAILURE TO EXECUTE AN ACKNOWLEDGEMENT SHALL NOT RELIEVE THE BIDDER FROM COMPLYING WITH THE TERMS OF THE BID.

ADDENDUM ACKNOWLEDGED / NO CHANGES:

FOR: _____ BY: _____

REVISION: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM REQUIRES YOU TO REVISE YOUR BID, YOU MUST INDICATE ANY CHANGE(S) BELOW, IDENTIFY YOUR BUSINESS NAME AND SIGN WHERE SHOWN. REVISIONS SHALL BE DELIVERED PRIOR TO BID OPENING IN A SEALED ENVELOPE MARKED WITH THE FILE NUMBER AND THE BID OPENING DATE AND TIME, EITHER BY MAIL TO: OFFICE OF STATE PURCHASING, POST OFFICE BOX 94095, BATON ROUGE, LA 70804-9095, OR BY HAND DELIVERY TO: 1201 NORTH THIRD STREET, SUITE 2-160, BATON ROUGE, LA 70802, OR BY FAX TO: 225-342-8688. ELECTRONIC TRANSMISSIONS OTHER THAN BY FAX ARE NOT BEING ACCEPTED AT THIS TIME.

REVISIONS RECEIVED AFTER BID OPENING SHALL NOT BE CONSIDERED AND YOU SHALL BE HELD TO YOUR ORIGINAL BID.

REVISION:

FOR: _____ BY: _____